



DIVISION OF DEVELOPMENTAL DISABILITIES
NOTIFICATION OF PLAN OF CARE REVIEW

DATE

TO:

RE:

Dear:

_____ receives services from the Division of Developmental Disabilities (DDD) through the _____ waiver. To remain eligible for these services, a waiver Plan of Care must be completed every year.

You are being notified that the Waiver Plan of Care (POC) for the above person must be reviewed and completed by _____.

- ☐ I need to schedule the POC meeting
☐ I have scheduled the POC meeting for _____ at _____.

The POC meeting needs to include the person, their family and/or any legal representative, and others involved in the person's life and services. Your involvement is appreciated to ensure that the POC is accurate and complete.

Please contact me **within ten (10) days** of receiving this letter regarding your availability to attend the plan of care meeting.

Information about the DDD Waivers and services is included. Please call if you have questions or concerns.

Thank you.

Case Manager Name

Title

Telephone Number (include area code)

E-mail Address

Enclosure: Self Addressed Envelope
Waiver Brochure

cc: Client File

Instructions For Notification of Plan of Care (POC) Review

When do I use this form?

You use this forms to notify others of the upcoming POC meeting at least 60 days prior to the 365th day of the current POC. A POC is effective through the end of the month of the 365th day.

Do I use this form for to notify the client?

For a child under the age of 18 or an adult with a full legal guardian, you use this form to notify the parent/legal guardian/foster parent of the POC meeting

Adults age 18 and older with no or partial legal guardian (I.e. financial or medical only) are sent the Client Notification of POC.

How do I proceed if the legal guardian or parent of a minor child does not respond?

If you do not get a response within 15 day of mailing the letter, call the person.

If you cannot reach the person by phone or get no response to your phone messages, schedule the POC meeting and send this notice again with the POC meeting date and place (2nd check box in first paragraph of the letter.

Can I have the POC meeting without the legal representative?

If the person is in service and requires continued services, meet with whomever is available and draft a POC.

Send the draft POC to the legal representative with the Notification of POC Implementation, form # 10-309.